

Purpose**Purpose**

Use this procedure to change the default cost object to a different cost object to which the employee is authorized to charge expenses.

Trigger

Employee needs to change the cost assignment within the trip to a different cost object.

Prerequisites

- Employee must exist in SAP HR system.
- Employee must have authorization to charge to the new cost object.
- Employee must be able to access ESS.
 - **Menu Path**

Use the following menu path(s) to begin this transaction:

- None

Transaction Code

Portal


Helpful Hints

- None

Procedure

1. Start the transaction using the menu path or transaction code.

**Expense Report**

2. Click the **Change Cost Assignment** button  to change the cost assignment for the entire trip.



This field displays your default cost assignment.

By default, all your expenses will be charged to your home (payroll) cost object. If authorized, you may change cost assignment to a different cost object (Cost center, Fund, Grant) OF YOUR AGENCY ONLY. Special authorization is required to process charges of your expenses to a different agency.

3. Click in the **Cost Assign (%)** text box to split the value.



If there is no split required but you want to charge the entire amount to a new Cost Center, just change the Cost Center to a new value.




Clicking the **Cancel** button on any screen will take you back to the main menu and your work will not be saved.

4. As required, complete/review the following fields:

-

5. Click the **Accept and New Entry** button .

6. If you know the new Cost Center, you can type it into the **Cost Center** text box directly. For this example, click the **Cost Center Search Help** button .

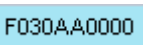
**Expense Report**

7. As required, complete/review the following fields:

- Business Area:

8. Click the **Start Search** button .

**Expense Report**

9. Double-click the correct **Cost Center**. For this example, click the **F030AA0000** label .

**Expense Report**

10. As required, complete/review the following fields:

- Functional Area:
- Fund

11. Click in the **Grant** text box .

12. Click on the **Grant Search Help** button .



Expense Report

13. As required, complete/review the following fields:

- Grant:

14. Click the **Start Search** button .



Expense Report

15. Select the correct **Grant**. For this example, select the NOT RELEVANT Grant.



Expense Report

16. Click the **Check** button .

17. Click the **Cost Center Search Help** button .



This is an example of an error message if the data entered is not valid.



Expense Report

18. As required, complete/review the following fields:

- Business Area:

19. Click the **Start Search** button .



Expense Report


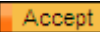

20. Double-click on the correct **Cost Center** from the list. For this example, double-click on **Cost Center F030000010**.



This is where the person who is responsible would be listed.

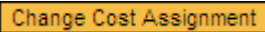


Expense Report

21. Click the **Check** button .
22. Click the **Accept** button  when there are no errors in cost distribution.
23. Click the **Enter Receipts** button .
24. Select the **Expense Report** you want to change by clicking on the gray box next to the correct row. For this example, select the first row.






This part of the demo is to change the cost distribution for a line item level.

25. Click the **Change Cost Assignment** button  only if you want to change at line item level.





Expense Report

26. Select the **Cost Assignment** you want to change by clicking the gray box next to the correct row.
27. Click the **Delete** button .
28. As required, complete/review the following fields:
 - Cost Assign (%) Company Code
29. Click the **Check** button .
30. Click the **Accept** button .




Expense Report

31. Select the correct row by clicking the gray box next to the field .
32. Click the **Change Cost Assignment** button  only if you want to change at line item level.



Expense Report

33. Click the **Absolute** radio button  if you want to distribute cost on dollar value rather than percentage.




Expense Report

34. Click the **Delete** button .


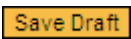


Expense Report

35. As required, complete/review the following fields:
- Cost Assign (Amount) Currency Company Code
36. Click the **Accept** button .



Expense Report

37. Click the **Check** button .
38. Click the **Save Draft** button .

Result

You have successfully changed the cost distribution.